



---

## Fresno County Superior Court Employment Opportunity

### COURT INTERPRETER PRO TEMPORE (SPANISH)

The Fresno County Superior Court is currently seeking individuals to provide Spanish speaking language interpreting services for parties to proceedings, including witnesses, defendants, attorneys, other court personnel, and the public. Candidates will be naturally people-oriented, positive and enthusiastic and must be able to work with others in a diplomatic, sensitive manner as part of the team supporting the goals and objectives of the Superior Court. ***Court Interpreter Pro Tempores are employed on an assigned, as needed basis and are in non-benefited positions. Employment is for an undetermined period of time.***

Generally, the work is performed in the courtroom and related court facilities and includes, but is not limited to, contact with judges, court staff, attorneys, and the public. The position requires the ability to concentrate and deliver interpreting services in a challenging and fast-paced environment. Interpreters must rapidly adjust while interpreting to varying rates of speed and speakers with differing voices and accents. Interpreters may also be called upon to perform sight translation (reading written texts and giving an oral translation of text).

Incumbents of this classification must possess: strong organizational and time management abilities; excellent oral and written communication skills in the English and Spanish languages; thorough knowledge of and proficiency in courtroom protocol, as well as court policies, procedures, rules, regulations, and legal terminology; ability to establish and maintain effective interpersonal relationships at all organizational levels, and with the public; strong record keeping skills; analytical and critical thinking skills; ability to both whisper and hear whispers for protracted periods of time; a high degree of leadership qualities, initiative, maturity, integrity, and good judgment.

#### **SAMPLE OF DUTIES:**

1. Interprets from and into English and the application non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
2. Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
3. Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
4. Notifies the court of any issues or situations that may impede the interpreters' performance.

5. Researches and applies terminology used in court and functions of the court which may include, but not be limited to, legal, technological, scientific and/or medical terminology.
6. Reviews the daily docket and receives daily calendar assignments from the Division Manager, and accurately completes daily activity logs, or other documentation as required.
7. Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

**MINIMUM QUALIFICATIONS:**

Certificate: Possession of a valid certificate as a “Certified Court Interpreter” issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

License: A valid Class “C” California driver’s license may be required.

**APPLICATION PROCESS:**

Applications and supplemental forms are available from Rose Flores, Sr. Court Personnel Technician, in the Fresno County Courthouse, 1100 Van Ness Avenue, Fresno, California 93724, (559) 488-3211, from 8:00 a.m. to 2:00 p.m. Applications and supplemental forms may also be obtained from [www.fresno.ca.gov/2810](http://www.fresno.ca.gov/2810), but must be submitted in person or by mail. Submit completed application, supplemental form and copy of certification to the address below.

**Faxed copies are not accepted. RESUMES NOT ACCEPTED IN LIEU OF APPLICATION.** A screening panel may be convened to select those applicants deemed most qualified.

**APPLY AT:**

**Fresno County Superior Court  
1100 Van Ness, Room 401  
Fresno, CA 93724  
8:00 a.m. – 2:00 p.m.  
(559) 488-3211  
Attention: Rose Flores**

Should you feel you need special accommodations due to a qualifying disability, please contact the Court’s Personnel Office at (559) 488-2795.

**[www.fresno.ca.gov/2810](http://www.fresno.ca.gov/2810)**

**\*\*RECRUITMENT MAY CLOSE AT ANY TIME\*\***